

Office of Cable Communications Functional Organization Chart

ADMINISTRATION

- Program Management
- Franchise Enforcement
- Franchise Administration
- Lease Administration
- Budget Control
- Mayor and City Council Liaison
- Cable Television Advisory Board Liaison
- Personnel Management
- Studio - Station Management
- Facility - Service Marketing
- Legislation
- Community Relations
- Radio Station

Station Operations

Office Operations

Producing - Writing

- ☆ Story Idea
- ☆ Research
- ☆ Scripting
- ☆ Producing
- ☆ Storyboard
- ☆ Shot Sheet
- ☆ Scheduling
- ☆ Coordinating
- ☆ Talent Selection
- ☆ Talent Supervision
- ☆ Field Reporting
- ☆ Studio Anchor
- ☆ Show Host
- ☆ Announcing
- ☆ Voice Over

Production

- ☆ Electronic news gathering
- ☆ Electronic Field Production
- ☆ Direction
- ☆ Camera Operations
- ☆ Audio Engineering
- ☆ Video Engineering
- ☆ Teleprompter Operation
- ☆ Floor Direction
- ☆ Technical Direction
- ☆ Lighting
- ☆ Set Design
- ☆ Set Construction

Post Production

- ☆ Editing
- ☆ Distribution
- ☆ Tape Duplication
- ☆ Audio Sweetening
- ☆ Graphic Design
- ☆ Animation
- ☆ Special Effects

Cablecasting

- ☆ Channels 3, 6, 22, 28
- ☆ Traffic 3, 6, 22, 28
- ☆ Electronic Bulletin Board
- ☆ Satellite Downlink
- ☆ Microwave Downlink

Facility Management

- ☆ Inventory Control
- ☆ Accounts Payable
- ☆ Accounts Receivable
- ☆ Billing
- ☆ Office Supplies
- ☆ Office Equipment
- ☆ System Design
- ☆ Tape Library
- ☆ Production Equipment
- ☆ Playback Equipment
- ☆ Facility Maintenance
- ☆ Facility Security
- ☆ Building Maintenance

Staff Development

- ☆ Supervision
- ☆ Training
- ☆ Hosting and Attending Conferences
- ☆ Hosting and Attending Seminars
- ☆ Joint City Projects
- ☆ Teaching Public Access Classes
- ☆ Personnel Evaluations
- ☆ Professional Organizations

Public Education

- ☆ Programming Internships
- ☆ Volunteers
- ☆ Public Access Workshops
- ☆ Parks and Recreation Classes
- ☆ Career Days
- ☆ Studio Tours
- ☆ Group Workshops
- ☆ Documentation

Revenue

- ☆ Facility Rental
- ☆ A/V Rental
- ☆ Production Services
- ☆ Tape Sales
- ☆ Training Video
- ☆ Joint City Projects
- ☆ Teleconference

Marketing

- ☆ City of Torrance
- ☆ City Services and Events
- ☆ Show Promotion
- ☆ Community Relations
- ☆ Business Relations
- ☆ Newsletters
- ☆ Press Releases
- ☆ Articles
- ☆ Announcements
- ☆ Brochures
- ☆ Speeches
- ☆ Web site Content Management
- ☆ Hosting Annual Public Access Awards
- ☆ Hosting and attending Conferences
- ☆ Hosting and attending Seminars
- ☆ Participating in Award Competitions